



Manager's Report

for Council Meeting of May 11, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Agile Graphics
Air Concepts Heating & Cooling Inc
Alvarenja Delao Construction
B & B Specialties LLC
Boyer Cook Painting
Child & Family Healing House
Creations by Diane
Divine Nail Spa
Escobar Handyman Service
Inglewood Data Systems
Law Office of William R F Connors PC
My Gym Children's Fitness Center
North Star Medi Billing LLC
Redbox DVD Rental
Tanalicious
The Reiki Room
The Webster Law Firm
Tiffany's Nails

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of April 24 – May 7, 2004:

New Hires

Norman Butts
Jared Wilson
Henry Hilbourn
Cindi Martin

Position

Finance Director
Construction Inspector
Maintenance Worker I
Airport Director

Department

Finance
Utility Lines
Airport
Airport

Promotions

Ann Marie Eaton

Zoning Inspector

Planning and Zoning

Transfers

None

Separations

Resignations:

None

Position

Department

Retirements

None

Terminations

None

PLANNING, ZONING & DEVELOPMENT

PLANNING DIVISION:

<u>DIVISION OF CURRENT PLANNING</u>			
<u>PLAN REVIEW ACTIVITY</u>			
PLANS REVIEWED DURING THE PERIOD OF:			
APRIL 20, 2004 – MAY 3, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Evergreen Mill Road/Tolbert Lane Improvements	Capital Improvement Plan	2 nd	Public road improvements
Mobil Car Wash TLDW-2003-0007 (Adjacent to Mobil Gas station at Battlefield Shopping Center)	No Adverse Impact Certification Plan	2 nd	Construction of a carwash
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Construction Drawings	7 th	Construction of nine single family detached residential dwellings
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Deed of Subdivision, Easement	4 th	Construction of nine single family detached residential dwellings
Dulles Motors Used Cars @ Parker Court (307 Parker Court) TLPF-2003-0005	Preliminary/Final Development Plan	4 th	2,295 square foot vehicle sales, repair and storage building
Catoctin Circle Center (behind the Giant grocery store) TLPS-2004-0001	Preliminary Subdivision Plat	1 st	Subdivision to allow for development of 4 buildings totaling 99,200 square feet to include office, retail, bank and restaurant use
Simpson Middle School Extension of Water Service Line (490 Evergreen Mill Rd) TLES-2004-0003	Easement Plat	2 nd	Public water line extension
15 Wirt Street TLBA-2004-0001	Boundary Line Adjustment Plat	1 st	Boundary line adjustment between 2 lots
Rosebrook/Johnston Property Subdivision (old 207 Fairview Street) TLEP-2004-0004	Easement Plat	1 st	Off-site water easement through adjacent residential property
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:			
APRIL 20, 2004 – MAY 3, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Evergreen Mill Road/Tolbert Lane Improvements	Capital Improvement Plan	2 nd	Public road improvements
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Construction Drawings	7 th	Construction of nine single family detached residential dwellings
Catoctin Circle Center (behind the Giant grocery store) TLSE-2004-0006	Special Exception	1 st	

Frances Hazel Reid Elementary	Revision to Approved Capital Improvement Plan	1 st	Landscaping revisions
Smarts Mill Middle School	Revision to Approved Capital Improvement Plan	1 st	Landscaping revisions
Turner Wilson	Final Plat/Deed	2 nd	Subdivision of 16 single family detached residential dwellings lots on 2 public cul-de-sac streets
Auto Nation TLZM-2004-0003	Rezoning	1 st	
Stowers, Phase 3, Section 4	Final Subdivision Plat	1 st	Subdivision of 52 single family detached residential dwellings lots
Stratford Ryland, Landbay E (Multifamily) DP-2000-18	Revision to Approved Development Plan	1 st	Adding a fire line to the clubhouse
Simpson Middle School Extension of Water Service Line (490 Evergreen Mill Rd) TLES-2004-0003	Easement Plat	2 nd	Public water line extension
Simpson Middle School Extension of Water Service Line (490 Evergreen Mill Rd) TLES-2004-0003	Capital Improvement Plan	1 st	Public water line extension
Rosebrook/Johnston Property Subdivision (old 207 Fairview Street) TLEP-2004-0004	Easement Plat	1 st	Off-site water easement through adjacent residential property
Rosebrook/Johnston Property Subdivision (old 207 Fairview Street) TLEP-2004-0004	Final Subdivision Plat	1 st	Subdivision of 20 single family detached residential dwelling lots.

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:
APRIL 20, 2004 – MAY 3, 2004**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Construction Drawings	7 th	Construction of nine single family detached residential dwellings <i>(In approvable form, awaiting final plat and deed approval and recordation)</i>
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Deed of Subdivision, Easement		Construction of nine single family detached residential dwellings <i>(Deed has been approved and executed, awaiting approval of related final plat prior to recording)</i>

ZONING DIVISION

Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

407 East Market Street – interior alteration @\$39,000 - Douglass Community Center

525 East Market Street - interior alteration @ \$2,000 - Bellwood Commons

750 Miller Drive SE #82 - tenant fit-up @ \$10,000 - Leesburg Airpark Office

105 South King Street - exit ramp @ \$500.00

207 West Market Street - temporary tent - Leesburg Presbyterian Church

Occupancy Permits Issued Residential

Potomac Crossing 3 SFA & 3 SFD

Hamlets at Leesburg 1 SFD

Edwards Landing 2 SFD

Occupancy Permits Issued Commercial

1 Royal Street SW Change of Use from residential to mixed use

Special Exceptions: 17 Active or Under Review for Acceptance

1. TLSE 2002-0012 KFC/LJS: Located at 911 Edwards Ferry Road, N.E. This application is for a fast food restaurant with drive-thru windows to be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission public hearing was held on February 5, 2004. On March 18, 2004, the Commission voted 5-0-2 to recommend denial of this application. The Council public hearing was held on April 27, 2004. **A council vote is scheduled for May 11, 2004.**
2. TLSE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD and relocate the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues.
3. TLSE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
4. TLSE 2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
5. TLSE 2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
6. TLSE 2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004 and is currently under review by staff.

7. TLSE 2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and a lack of required owners' signatures.
8. TLSE 2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004 and is currently under review by staff.
9. TLSE 2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004 and is currently under review by staff.
10. TLSE-2004-0008 Meadowbrook bank drive thru-EAST: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant, Centex homes requests a 5,000 square foot bank with drive-thru submitted on April 7, 2004. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
11. TLSE-2004-0009 Meadowbrook, bank drive thru-WEST: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant, Centex homes requests a 5,000 square foot bank with drive-thru submitted on April 7, 2004. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
12. TLSE-2004-0010 Meadowbrook, convenience store/gas pumps: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant, Centex homes requests a 7,000 Convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
13. TLSE-2004-0011 Hertz Rent-a-car: Located at 4 Cardinal Park Dr. SE in an existing auto body repair shop (Craftsman Auto Body). The applicant requests the ability to rent autos to auto body shop patrons submitted on April 8, 2004 and resubmitted May 4, 2004. The application is currently under review for acceptance.
14. TLSE-2004-0012 Real Estate Holdings: Located on the South side of East Market St. east of Shenandoah University campus. The applicant requests two Auto dealerships. The application was submitted on April 12, 2004. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLZM-2004-003)
15. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. Request for 228,000 square foot of mixed retail. The application was resubmitted April 28, 2004 and is currently under review for acceptance.

16. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant is requesting a 4,500 square foot bank with drive-thru. The application resubmitted April 28, 2004 and is currently under review for acceptance.
17. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant is requesting a 4,500 square foot bank with drive-thru. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
18. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ drive thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant is requesting a 3,000 square foot fast food restaurant with a drive-thru. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
19. TLSE-2004-0017 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant, Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

Commission Permits: 1 Active

1. TLCP 2004-0001 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant, Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

Rezoning: 6 Active or Under Review for Acceptance

1. TLZM 2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant, D.R. Horton Company seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.
2. TLZM 2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
3. TLZM 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to rezone 324 acres from R-1 to PRC to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

4. TLZM 2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
5. TLZM-2004-0003 Real Estate Holdings: Located on the South side of East Market St. east of Shenandoah University campus. The applicant is requesting to amend ZM#129 Leesburg Auto Park, to allow for two auto dealerships. The applications were submitted on April 12, 2004, officially accepted for review on April 27, 2004 and are currently under review by staff. (See also related application TLSE-2004-0012)
6. TLZM-2004-0004 H-1 District Expansion: Located at the northern terminus of Wildman Street and west of Catoctin Circle. The Council-initiated action seeks to expand the H-1 Old and Historic Overlay District to include the Carlheim Estate (also known as the Paxton Property). A joint public hearing of the Town Council and the Planning Commission is scheduled for **May 25, 2004**.

Town Plan Amendments: 2 Active

1. TLTA 2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the transportation element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003, revised plans were submitted on May 4, 2004 and are currently under review.
2. TLTA 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to amend the transportation element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

Zoning Ordinance Amendments:

1. ZOAM 2004-0001: This is a request to initiate amendments to various sections of the Zoning Ordinance and will be before the Council at the May 11, 2004 meeting.
2. ZOAM 2004-0002: On April 19, 2004 Council initiated an amendment to Section 7.5 to expand the H-1, Old and Historic Overlay District to include the house and property known as Carlheim or the Paxton Property. A joint public hearing of the Town Council and the Planning Commission is scheduled for **May 25, 2004**.

Board of Zoning Appeals Cases

1. BZA 04-01 Variance-301 S. King Street: The applicant, PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the RHD (Residential Historic District) from 20 feet to 45 feet. At the March 1, 2004 meeting the BZA granted the applicant's request to defer the variance application until June 2004.

Board of Architectural Review Cases

1. The next Board of Architectural Review meeting will be held on Monday, May 17, 2004. The agenda includes 24 applications.

WATER & SEWER ADMINISTRATION**During this time frame:**

- 8 Public Facility Permits issued totaling \$99,550.00
- 19 work orders issued for meter sets
- 9 requests for occupancy inspection were issued

Capital Projects Update:

- During this period, seven plans and one request for modeling were received for review within the service area.
- Several meetings were held with the developers and engineers to review upcoming projects.
- An RFP is being prepared for miscellaneous water and sewer system replacement projects.
- The final construction plans for the expansion and upgrade to the Water Pollution Control Facility has been received and submitted to the Planning Department for review.
- An IFB for sludge removal services at the Water Plant has been prepared and is being reviewed by the Purchasing Department.
- Review comments on the second submission of Woodlea Manor Pump Station from all reviewing departments has been received and forwarded to the engineer. Revised plans are expected in few weeks.
- VDOT has reviewed the traffic study required per special exception submission requirements for the Water Pollution Control Facility expansion and the Utility Lines Building and have no concerns with the proposal.
- Several of Utility Department Staff will be assisting the Water Environment Federation with their exhibit at the 2005 Boy Scout Jamboree in A. P. Hill.
- An IFB has been released for Sanitary Sewer Relining project.

WATER POLLUTION CONTROL DIVISION

- Staff participated in the SGCM electric rate schedule with Virginia Power which resulted in a net savings for 2003 in excess of \$15,000.00 and a total net savings in excess of \$160,000.00 since the town joined the program in 1994. This program involves the operation of the WPCF emergency generators during peak electric demand periods for a significant credit towards the power consumed at the WPCF during normal periods.

UTILITY LINES DIVISION**Training:**

- Ken Binder attended the Safety and Health Committee Meeting.

- Jamie Morin, Jason Ziemann, Rick Schooley, Hank Woodward, Lesley McClaughry, Herb Gallahan, Rodney Conner, Steve Melnikoff, Mike Nolan, Max Mellott, Mike Osman and Stanley See attended a Hughes Supply Training Demo.
- Lesley McClaughry attended a Cross Connection Class.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging
- Continue main flushing
- set up Fire Hydrants for Flower & Garden Show
- Continue to perform manhole grouting to stop Infiltration and Inflow (I&I).

Summary Programs:

- Staff performed complete maintenance on 80 fire hydrants.
- Staff performed 12 new connections to town utility system
- Staff responded to 528 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of May 7, 2004

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Airport Director (Second recruitment)	7/1/03	√	√	√	√	√	√
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	On hold*					
<i>Eng & PW</i>	1	Senior Engineer (readvertise 3-1-04)	7/1/02	√	√				
	1	Maintenance Worker I	2/20/04	√	√				
	1	Senior Engineer	3/22/04	√	√				
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
<i>P&R</i>	1	Custodian (readvertisement)	1/6/04	√					
	1	Aquatics Supervisor	3/29/04	√	√				
	1	Fitness Supervisor	3/29/04	√	√				
<i>P & Z</i>	1	Zoning Inspector	3/5/04	√	√	√			
<i>Police</i>	2	Police Officer	7/1/03	√	√	√	√		
	1	Police Officer	10/15/03	√	√	√	√	√	
	1	Police Officer	2/15/04	√	√				
	1	Communication Technician	2/15/04	√	√				
	1	Police Officer	4/13/04	√					
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
<i>Water Supply</i>	1	Sr. Water Plant Operator	3/1/04	√					
	1	Water Plant Operator	4/28/04	√					
<i>WPCD</i>	1	Utility Plant Operator	4/16/04	√					
	1	Utility Plant Supervisor	4/16/04	√					
<u>TOTAL</u>	22								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe